Twelve slots are set aside annually to assist in faculty recruitment and retention. Applications for these spaces are submitted by the department, and decisions are made by May 1 of the preceding spring on a first-come, first-served basis.

**Process**

- The department submits the form to the coordinating administrator, Carmen Shockley, via Shelley Payne. A copy of the form follows.
- Decisions are made by May 1 of the preceding spring on a first-come, first-served basis.
- If the recruit declines or the retention is unsuccessful, the department assumes financial responsibility for tuition until another child is enrolled or a period not to exceed 6 months. There is usually a long waitlist for slots and it is unlikely that another child would not be enrolled.

http://www.utexas.edu/provost/policies/childcare/
THE UNIVERSITY OF TEXAS AT AUSTIN
OFFICE OF THE EXECUTIVE VICE PRESIDENT AND PROVOST
1 University Station, G1000
Austin, Texas 78712
(512) 471-4363

THE UNIVERSITY OF TEXAS CHILD DEVELOPMENT CENTER
RETENTION APPLICATION FORM

Date: ____________________
College: ___________________________________________________________
Department: __________________________________________________________
Department Contact: ___________________ Contact Phone: ____________
Employee’s Name: ______________________________________________________
Employee’s Title: _______________________________________________________
Employee’s Office Address: ______________________________________________
Employee’s Phone & Email: ______________________________________________
Offer From: ___________________________ Need child care beginning: _________
Institution Semester and Year

Child(ren) needing care:
Child's name: ___________________________ Date of Birth: _________________
Child's name: ___________________________ Date of Birth: _________________
Child's name: ___________________________ Date of Birth: _________________

This application is to apply for one or more child care spaces at a UT Child Development Center (UTCDC) to be used as part of a faculty retention package

_________________________________________  ___________________
Department Chair       Date

_________________________________________  ___________________
Dean       Date

_________________________________________  ___________________
Executive Vice President and Provost       Date